



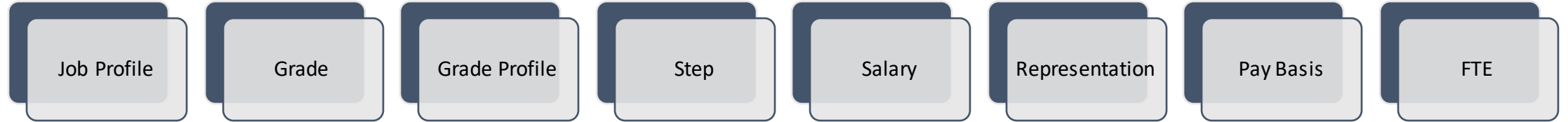
HRIS Data Integrity

Tools agencies can use to audit
and ensure accuracy in
Worker Data and Pay Impacting
Business Processes

The Data Integrity Team

- Libbie Saunders
- Ryan Englund

Compensation Break down



Mister Wonderful

Operations & Policy Analyst 3 - SR30 - Exempt

Actions



Summary



Overview



Personal



Contact



Compensation



Pay



Job



Absence



Performance



Feedback



Company
Department of Administrative Services



Manager
Brian Light

Job Details

Employee ID	OR0277386
Supervisory Organization	The People of Oregon >> Labor Relations Unit - DAS
Position	Operations & Policy Analyst 3 - SR30 - Exempt
Business Title	Operations & Policy Analyst 3 - SR30 - Exempt
Job Profile	Operations & Policy Analyst 3 - SR30 - Exempt
Job Family	General Government > Operations & Policy Analyst
Employee Type	Permanent
Management Level	Non-Management
Time Type	Full time
FTE	100.00%

Supervisory Organization [ODEM Preparedness - ODEM](#)

Position Restrictions [Office Specialist 2 - SR15 - Non Exempt - Lovely Lady](#)

Organization Assignments [Company: Oregon Department of Emergency Management](#)
[Cost Center: 3500500000](#)
[PERS Position Classification: General Service Qualifying Position](#)
[Position Representation: American Federation of State, County & Municipal Employees \(AFSCME\) at Oregon Military Department - Office of Emergency Management](#)

Worker [Lovely Lady](#)

Job Details

Employee Type [Temporary \(Fixed Term\)](#)

Job Profile [Office Specialist 2 - SR15 - Non Exempt](#)

Job Title [Office Specialist 2 - SR15 - Non Exempt](#)

Business Title [Office Specialist 2 - SR15 - Non Exempt](#)

Time Type [Full time](#)

Location [📍 Salem | ODEM | Anderson Readiness Center](#)

Pay Rate Type [Salary](#)

Job Exempt [No](#)

Management Level from Job Profile [Non-Management](#)

Working Time

Location Weekly Hours 40

Default Weekly Hours 40

Scheduled Weekly Hours 40

FTE 100%

Work Shift (empty)

Additional Information

Job Category [General](#)

Job Classifications [Administrative Support \(Including Clerical Sales\) - Administrative Specialist or Support Service \(EEO-4 Job Categories\)](#)
[C - REPRESENTABLE CLASSIFIED \(06. Service Type Code\)](#)
[X - EXCLUDABLE MANAGEMENT SERVICE - CONFIDENTIAL \(06. Service Type Code\)](#)
[X - EXCLUDABLE MANAGEMENT SERVICE - MANAGERIAL \(06. Service Type Code\)](#)
[X - EXCLUDABLE MANAGEMENT SERVICE - SUPERVISORY \(06. Service Type Code\)](#)
[Z - EXCLUDABLE UNCLASSIFIED \(06. Service Type Code\)](#)

Additional Job Classifications [.N - Default \(02. Timesheet Code\)](#)
[G - General Service OPSRP \(05. PERS Class Plan\)](#)
[H - Hourly \(01. Pay Basis Code\)](#)
[O - Observed \(04. Holiday Code\)](#)
[T - OTHER TEMP NON-STATE & CONTRACT \(06. Service Type Code\)](#)
[Y - Yes \(03. Overtime Eligible\)](#)

Agency Organization ODEM Preparedness - ODEM
Restrictions Office Specialist 2 - SR15 - Non Exempt - Lovely Lady
Position Assignments Company: Oregon Department of Emergency Management
 Cost Center: 3500500000
 PERS Position Classification: General Service Qualifying Position
 Position Representation: American Federation of State, County & Municipal Employees (AFSCME) at Oregon Military Department - Office of Emergency Management
 Lovely Lady

Details

Working Time

Employee Type Limited Duration (Fixed Term)
Job Profile Office Specialist 2 - SR15 - Non Exempt
Job Title Office Specialist 2 - SR15 - Non Exempt
Employment Type Full time
Location [Salem | ODEM | Anderson Readiness Center](#)
Employment Type Salary
Exempt No
Management Level from Job Profile Non-Management

Location Weekly Hours 40
Default Weekly Hours 40
Scheduled Weekly Hours 30
FTE 75%
Work Shift (empty)

Additional Information

Job Category General
Job Classifications Administrative Support (Including Clerical Sales) - Administrative Specialist or Supervisor Service (EEO-4 Job Categories)
 C - REPRESENTABLE CLASSIFIED (06. Service Type Code)
 X - EXCLUDABLE MANAGEMENT SERVICE (06. Service Type Code)
 CONFIDENTIAL (06. Service Type Code)
 X - EXCLUDABLE MANAGEMENT SERVICE (06. Service Type Code)
 MANAGERIAL (06. Service Type Code)
 X - EXCLUDABLE MANAGEMENT SERVICE (06. Service Type Code)
 SUPERVISORY (06. Service Type Code)
 Z - EXCLUDABLE UNCLASSIFIED (06. Service Type Code)

Additional Job Classifications

- .N - Default (02. Timesheet Code)
- C - REPRESENTABLE CLASSIFIED (06. Service Type Code)
- G - General Service OPSRP (05. PERS Plan)
- O - Observed (04. Holiday Code)
- P - Partial Salary (01. Pay Basis Code)**
- Y - Yes (03. Overtime Eligible)

Mister Wonderful

Operations & Policy Analyst 3 - SR30 - Exempt

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Estimated Annual Compensation

Pay Change History

Totals 1 item

Total Salary & Allowances	Total Base Pay	Currency
8,663.00	8,663.00	USD

Compensation

Compensation Package [General Compensation Package](#)

Grade **30**

Grade Profile **MMC-30-AA**

Step **Step 09 - 8663 USD**

Total Base Pay Range [5,875.00 - 8,663.00 USD Monthly](#)

Company [Department of Administrative Services](#)

Plan Assignments 1 item

Effective Date	Plan Type	Compensation Plan	Assignment
10/03/2022	Salary	Monthly Salary Pro Rated if Less than Full Time	8,663.00 USD Monthly

Compensation and beyond

Reasons/Comments

Allowances

Monthly Files (Step Increase/PERS)

Off Step Workers

Above Max and Below Min

Compensation Freeze or Red Circled

Over/Under/Cross -fill

Other Compensation Changes

When Big
changes
happen.....
Like
COLAs!



Step/Salary



**Amount
Allowances**

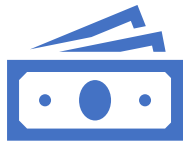


In progress actions



**Did it make it to
payroll?**

Where did it go?



Job change
compensation



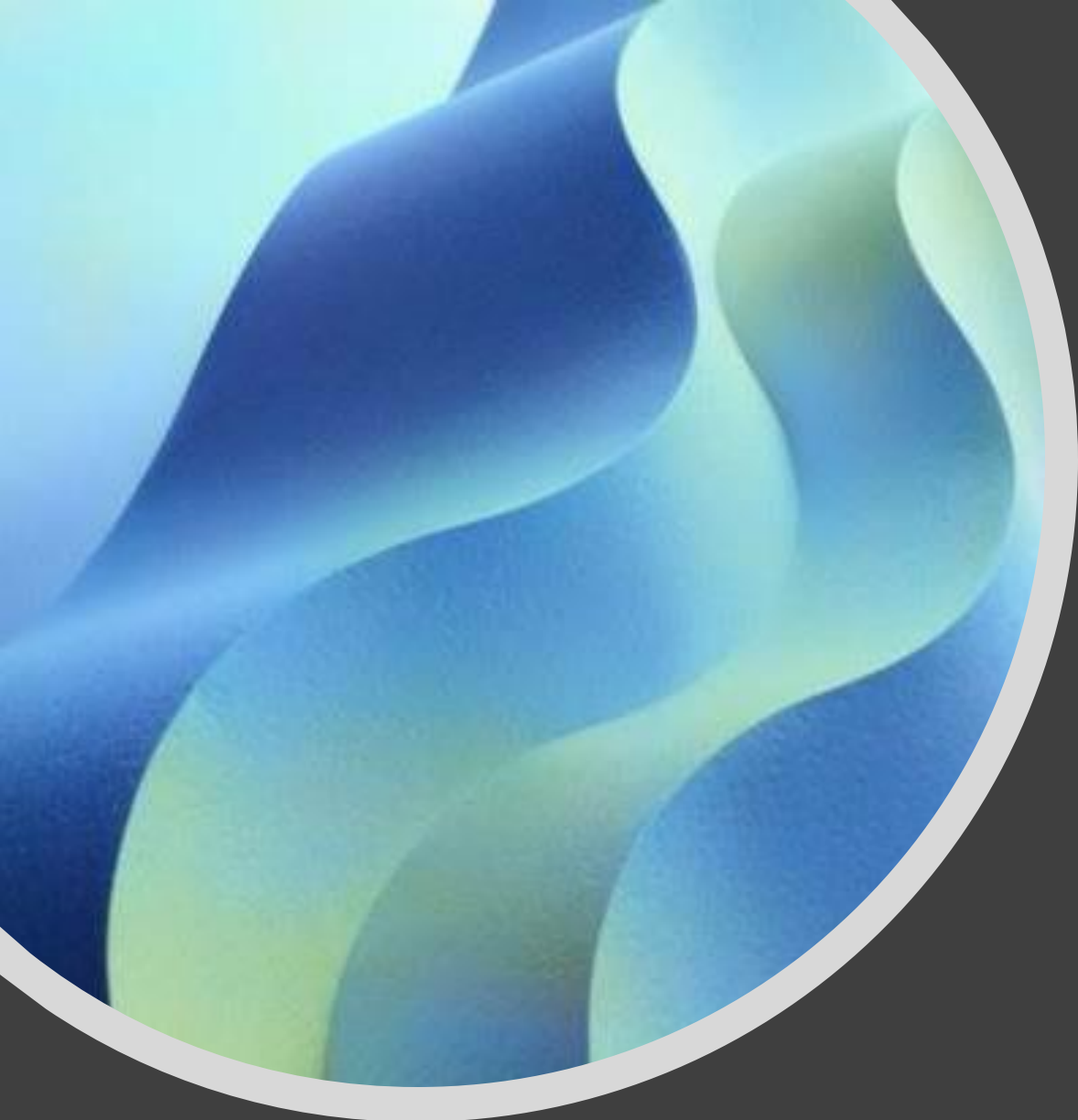
How does the service
dates affect pay



Why does Frequency
Matter



What if they have 2
paid jobs?



Retro changes



ANY CHANGE MADE IN THE PAST WITH
AN EXISTING POST-DATED CHANGE
WILL NOT CARRY OVER/FORWARD.



(SHOW AND TELL)

Compensation reports for HR

- HCM | Current Worker Detail Report
- CMP | Compensation Changes for Workers with Amount Allowance Plan
- CMP | In Progress Compensation Changes
- CMP | Step Increase Report
- CMP | Workers with Compensation Freeze Reason
- CMP | Workers Above Max or Below Min
- CMP | Workers Off Step (within Range)
- HCM | Payline Exception Report
- HCM | Allowances for Terminated Worker
- HCM | Worker Allowances Report

Worker Benefit Data

Union assignment (Manage union membership)

FLSA

Holiday Codes

Leave accrual

Retirement eligibility

Mister Wonderful
 Operations & Policy Analyst 3 - SR30 - Exempt

Actions

- Summary
- Overview
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- Career

Names Personal Information IDs Additional Data Documents My Service Dates **Union / Representation** Probation Safety Incident History

This selection designates the representation of the worker, including all service types, and sends the associated code to payroll for benefits. Union dues and member status are not managed in Workday. See your pay-stub or payroll office for dues status.

1 item

Union / Representation										
Union/Representation	REPR	Benefit Package	Start Date	End Date	Position	Position ID	Primary Job	Job Profile	Pay Group	Notes
Management Service - Non-Supervisory/Confidential	MMC	XX	10/03/2022		Operations & Policy Analyst 3 - SR30 - Exempt (Position Fill:10/03/2022,Mister Wonderful)	000000123031				A Hire occurred on 2022-10-03.

Lovely Lady
 Office Specialist 2 - SR15 - Non Exempt

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Names Personal Information IDs Additional Data Documents My Service Dates **Union / Representation** Probation Safety Incident History

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1 item


Union / Representation										
Union/Representation	REPR	Benefit Package	Start Date	End Date	Position	Position ID	Primary Job	Job Profile	Pay Group	Notes
Temporary Employee	XA	XA	10/03/2022		Office Specialist 2 - SR15 - Non Exempt (Position Fill:10/03/2022,Lovely Lady)	000000018617				A Hire occurred on 2022-10-03.

FLSA/OT

- Make sure it matches what was designated for the position
- If duties change and it's felt that FLSA should change, have class/comp review
- If mistake on coding is discovered, all retro changes/corrections need to be reviewed by DAS LRU



Leave accrual

- Temps are coded N
 - Perm/LD have a numeric Leave Accrual Code. Code is based on years of service. Different LAC for different contracts. Might have a special agreed upon override
- 

Retirement

- Continuous Service Date (CSD)
- Contribution Start Date (CSD)
- PERS retirement is 1st of the month following termination date
- Don't give PERS advice or guidance, have employees contact PERS directly
- Wait until pay period has closed for the month in which they terminated before bringing back retiree as temp (thru the rest of 2022)

Worker Benefit Reports

HCM | Retirement Eligibility [as of Prompt Date by Company Selection]

HCM | Worker PERS Information | Retired-Active

HCM | Trial Service End within 60 Days

Service Credits (job aid, worksheets, and reports)